



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

February 2002



Important Employee Action Items

**Revised Human Resources
Service Center-Northeast
(HRSC-NE) Contacts**
(See Page 13 for details)

**Demonstration Project Training
for New Employees and
Employees Desiring a Refresher**
(See Page 14 for details)

Announcement of Awards
(See Page 12 for these and others:
DoD Distinguished Civilian Service
Award, NRL Secretarial Award,
E.O. Hulburt Annual Science
Award, National Medal of Science,
Bisson Prize for Naval Technology
and Achievement, and Association
of Old Crows Awards)

Upcoming Training Dates
(See Page 14 for details)

HRO HIGHLIGHTS ON THE WEB
at [http://personnel1.nrl.navy.mil/
highlightsweb/](http://personnel1.nrl.navy.mil/highlightsweb/) or link from
Pipeline

OPM Selects Metropolitan Life and John Hancock to Provide Long Term Care Insurance for the "Federal Family"

The U.S. Office of Personnel Management (OPM) has announced that Metropolitan and John Hancock Life Insurance Companies have been selected as the insurers for the Federal Long Term Care (LTC) Insurance Program. They have formed Long Term Care Partners, an entity devoted exclusively to operating the Federal LTC Insurance Program. According to OPM, Metropolitan Life



and John Hancock, together, have the resources and experience to efficiently provide this insurance protection.

The complete premium schedules and benefit options for the program will be announced after John Hancock and Metropolitan Life conduct final market research with members of the groups eligible to enroll.

There will be an open enrollment/open season from July 1 through December 31, 2002, after OPM's insurance partners have carried out an extensive publicity program. In addition, individuals may apply for LTC insurance during an **early**
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OPM Selects...

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enrollment opportunity starting March 25, 2002. Persons interested in early enrollment can sign up for an information packet by calling 1-800-582-3337. For further information and updates, access OPM's LTC website through www.opm.gov or the LTC Partners website at www.ltcfeds.com.

What is LTC Insurance? It's insurance to help you pay for chronic, long term care (such as help getting out of bed or help eating or dressing) that you may develop due to an illness, accident, or the normal aging process. You may be healthy now, but who knows what will happen next year, in five years or even in 20 years or beyond. About half of us will need long term care at some point in our lives. And such care is not covered by your health insurance or Medicare.

Who may apply for this coverage? Basically, current and retired Federal employees, survivor annuitants, and members of the uniformed services; spouses of employees and annuitants; adult children (at least 18 years old), including stepchildren of employees and annuitants; and parents, parents-in-law, and step-parents of employees (but not of annuitants).

Do I have to wait—can I enroll now? Yes—March 25 through May 15. You can apply by submitting an early enrollment application. If you pass the underwriting, you will have the insurance. Early applicants will have to make premium payments directly or by bank debit since pay and annuity deduction systems will not be in place. OPM will post information about the early enrollment opportunity as soon as they have it.

Is coverage guaranteed; will there be exclusions for pre-existing conditions? There will be underwriting, which is the process of reviewing medical and health-related

information furnished in an insurance application process to determine if the applicant presents an acceptable level of risk. If you meet the underwriting, it doesn't matter if you have a pre-existing condition. You will be offered the standard insurance product. But if you do not meet the underwriting, you will not be offered the standard insurance product and may not be offered any product.

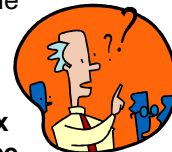
Employees and members of the uniformed services who do not pass underwriting will be offered a non-standard insurance product or services (e.g., care coordination and discount arrangements). These individuals would probably not be able to receive any LTC benefits from the private sector. OPM anticipates that everyone else who does not pass underwriting will not be able to enroll at all. Check out OPM's website for more about underwriting.

Why can't the Government set an example by using its purchasing power to make this insurance available to all who want it without regard to state of health—like the health insurance program? Because over 90% of eligible employees have health insurance, the added costs of those in poor health can be spread over many, many others. The percentage of employees who typically purchase LTC insurance is less than five percent.

I'm caring for my mother, who has Alzheimer's. How can this program help me, a Federal employee? An employee's qualified relative who already needs LTC services will probably not qualify for this insurance. However, if **you** enroll, the program may be able to help you coordinate care for your mother, receive discounts on certain LTC services or supplies, and provide advice and support for you as caregiver.

Are there any Federal tax benefits related to LTC insurance? Yes. The Federal LTC insurance will be a "tax-qualified plan" under the IRS

Code: Benefits (claims) will not be taxable; and enrollees can deduct LTC insurance premiums as medical expenses to the extent that their total qualified medical expenses exceed 7.5% of their annual adjusted gross income. The amount of the deduction is also subject to other IRS limits by age.



Could the Federal tax treatment of LTC insurance change?

It could if the IRS Code is amended. The Long Term Care and Retirement Security Act of 2001 proposes to "amend the Internal Revenue Code of 1986 to allow individuals a deduction for qualified LTC insurance premiums, use of such insurance under cafeteria plans and flexible spending arrangements, and a credit for individuals with long term care needs."

Are there state tax benefits for purchasing LTC insurance? Yes. 22 states allow either a deduction from your state taxes or a state tax credit for purchasing LTC insurance. See OPM's website for details.

Can employees pay the LTC insurance premiums on a pre-tax basis (premium conversion)? No

HRO HIGHLIGHTS

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Mentor a Science and Engineering Apprentice Program (SEAP) Student

Dawn Brown
Code 1850

The Summer 2002 SEAP has been scheduled for June 24 through August 16, 2002. The SEAP Coordinator is currently looking for scientists and engineers who are interested in providing enriching summer, science experiences to talented young people. For eight weeks during the summer, mentors guide promising high school students through tasks that are meaningful, educational, and designed to make useful contributions to current projects.

Why should you volunteer? As a volunteer SEAP mentor, you would be helping to ensure NRL's future. Many alumni of this program return as college students and later in permanent positions as scientists and engineers. The best part of this program is you get all this value for free! Students are paid a tax-free educational award through a DoD grant managed by George Washington University.

Volunteers must complete a SEAP mentor application form available from the Employee Relations website <http://amp.nrl.navy.mil/code1800/>. Additional information explaining the program can also be found at this site. If you or someone you know is interested in becoming an NRL-DC SEAP Mentor, and has additional questions, please contact Dawn Brown, NRL SEAP Coordinator at (202) 767-2957.

Mentors can become active in this program up to the beginning date of the summer SEAP session; however, you are urged to apply by March 7, 2002—the date student applications become available for selection. If you would like to talk to other NRL scientists and engineers about their SEAP mentoring experiences before committing, contact Dawn Brown and she will connect you with past participants.



The SEAP opportunity is also available to mentors and students at NRL-SSC; however, it is administered independent of the NRL-DC program and may have procedures differing from the NRL-DC program. To become a SEAP mentor at the Stennis Space Center, please contact Becky Rotundo on (228) 688-5328 or email becky.rotundo@nrlssc.navy.mil.

Effective January 21, 2002, the mileage reimbursement rates for local and TDY travel by privately owned automobile increased to \$0.365.



Groundhog day
February 2

Open Windows of Opportunity – Be Mentored by Applying to the NRL Mentor Program!

Dawn Brown
Code 1850

A mentor can open your “windows of opportunity” by helping you to acquire skills; increase job productivity and creativity; widen your perspective; improve lines of organizational communication; develop a greater understanding of NRL goals and mission; or build confidence through a trusted advisor.

The NRL Mentor Program can do all of these things for you, and more. The program enhances career development and fulfillment by creating a mentoring relationship on a one-to-one basis between a mentor and mentoree. Program mentors strive to promote a greater understanding of NRL's mission and goals, provide a work environment that fosters professional and personal growth, and equip mentorees with the knowledge and skills needed to maximize their contributions to the success of their immediate organizations, NRL, the Navy, and to their chosen career fields.

How do you obtain a mentor? It's easy! The NRL Mentor Program is a Lab-wide program, open for continuous enrollment to all employees at all grade levels, occupations, and NRL sites. Check out the NRL Mentor Program website located at <http://amp.nrl.navy.mil/code1800/> (click on Employee Relations). Once

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Need Help in Creating a More Harmonious Work Environment?

Lynda Heater
Code 1850

More and more leaders are looking for ways to be proactive in increasing morale and cooperation among their employees. When employees understand and enjoy one another, the workplace is far more likely to operate at an optimal level. As an Employee Relations Specialist, I am available for staff meeting discussions or other more formal talks on tips for helping you, the supervisor or manager, create a more harmonious work environment. These discussions/talks may be tailored to your organization's particular needs or concerns or simply address ways to enhance your organization's current employee relations.

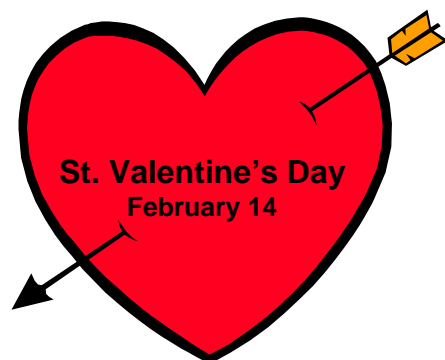
Mentor Program...

Continued...

there, you will learn the Program's objectives, how to obtain an application to enroll, and helpful information on mentor and mentoree roles and skills. If you don't have access to the website, contact your Division Mentor Coordinator, whose name can be obtained from your Division Administrative Officer, or contact the NRL Mentor Program Coordinator, Dawn Brown, at (202) 767-2957 or email her at <mailto:dbrown@hro1.nrl.navy.mil>.

Frequent Flyer Provisions for Feds Approved

As a result of the passage of the 2002 Defense Authorization Act, Joint Travel Regulation (JTR) C1200 has been revised to allow travelers on official Government travel to keep, for their personal use, any promotional material (including frequent traveler benefits) received due to the official travel. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional cost to the Government. This change, which was effected December 31, 2001, will be reflected in a printed JTR change 437 of March 1, 2002. In addition, NRL employees will receive details in an NRL Note.



The 2002 NRL Personnel Demonstration Project pay schedule has been posted to the HRO website at <http://amp.nrl.navy.mil/code1800/>. For wage-grade and GS pay scales, click on the HRO Publications and Other Hot Spots link.

Health Benefits Open Season Update



If you made a change to or enrolled in the Federal Employee's Health Benefits Open Season (FEHB) Program during the Open Season enrollment period that ended December 10, 2001, your change became effective on January 13, 2002.

This year you had two options to use when making an Open Season transaction. You could have mailed the Health Benefits Registration Form, SF 2809, or used the web-based Employee Benefits Information System (EBIS). If you mailed the SF 2809, it could take the carrier as long as three months to send you your new identification cards. If you used EBIS, you will be happy to know that EBIS transactions flow electronically to the FEHB carriers - so you should receive your identification cards quicker.

If you should need medical treatment before you receive your identification card, you can present your copy of the SF-2809 that you completed for enrollment. To obtain a copy, call the new Benefits Line at 1-888-320-2917 and follow these instructions.

- Press 1 for current Navy employee (may or may not get this question)
- Press 2 for Benefits and Entitlements Services
- Press 1 for current Navy employee
- Press 1 to enter Social Security Number and PIN (PIN is the same as for the web-based Employee Benefits Information System (EBIS)). The first time you use EBIS or the Benefits Line, your PIN will be the 4-digit month and year of your birth and you will be required to change it to a six digit PIN.

- Press 2 and add or verify your work phone number
- Press 1 for Federal Employees Health Insurance
- Press 8 to obtain a faxed copy of your most recent SF 2809
- Press 1 if you are in the continental United States, press 2 if you are not
- Enter 10 digit fax number
- Verify 10 digit fax number

You should receive a message that your transaction has been completed. It may take up to 15 minutes to receive the fax.

Please note that the FAXBACK option for obtaining the SF 2809 is not the same option as electing the option to FAXBACK a document.

Most pharmacies will not accept the SF-2809. If you need to fill a prescription before receiving your identification card, we suggest that you pay for it and, upon receipt of your card, make a claim to your health insurance carrier.

If you have any questions about this, call the Benefits Line. Hearing impaired employees may call the TTY number 215-408-5449.

Please note that you are now required to use EBIS or the Benefits Line for all Benefits transactions that affect your paycheck.

The Department of Transportation recently issued a new brochure, "America Flies – Security Tips for Air Travelers," which lets passengers know what to expect at the airports and how to pack to help them pass through all the additional security more quickly. To read this information, access www.faa.gov.



Court-Ordered Benefits for Former Spouses

A court order related to a divorce or separation can:

- **Divide a Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) annuity.** The court order must expressly direct the Office of Personnel Management (OPM) to pay a portion of the monthly CSRS or FERS benefits. The spouse's share must be stated as a fixed amount, a percentage or a fraction of the annuity, or by a formula whose value is readily apparent from the face of the order and information in OPM's files. The amount cannot exceed the amount payable to the retiree after deductions for taxes and insurance. Payments to a former spouse from a retiree's annuity end with the retiree's death. For the former spouse to receive payments after the retiree's death, the retiree must elect, or the court order must provide for, a survivor annuity.
- **Divide a refund of CSRS or FERS employee retirement contributions.** A court order may provide for all or part of a refund of employee retirement contributions to be paid to the former spouse. A court order also may block payment of a refund, but only if the order directs OPM not to pay the refund and the order also grants a survivor annuity or a portion of a retiree annuity to a legally separated or former spouse.
- **Provide a survivor annuity payable upon the death of an employee or retiree.** A monthly annuity may be payable to a former spouse after the death of the employee or annuitant if provided by court order. In addition, a retiring employee may voluntarily elect a full or partial annuity to provide a former spouse survivor annuity. However, if the employee has remarried, this election may be made only if the



current spouse consents to it. A court-ordered survivor annuity is not available unless the marriage lasted at least 9 months. A former spouse survivor annuity ends if the former spouse remarries before becoming age 55. If death occurs as an employee, a court-ordered survivor benefit is payable to a former spouse if the employee completed at least 18 months of creditable civilian service, and dies while under the CSRS or FERS retirement coverage. Under CSRS, survivor annuity is payable. Under FERS, a lump sum death benefit is payable, and a survivor annuity is also payable if the employee has 10 years of creditable service.

- **Permit a former spouse to continue coverage under the Federal Employees' Health Benefits (FEHB) Program.** A former spouse who is awarded a portion of a CSRS or FERS annuity or a survivor annuity by a qualifying court order, even though the benefit is not payable, may be eligible to enroll for health benefits coverage under the FEHB Program. Note that the former spouse is **not** eligible to retain coverage under the employee's family enrollment. FEHB coverage also may be continued temporarily under the Temporary Continuation of Coverage authority.

- **Require an employee or retiree to assign his or her Federal Employees' Group Life Insurance (FEGLI) coverage to a former spouse or children or direct the payment of FEGLI benefits.** A court order may require assignment of FEGLI benefits to a former spouse or children. Assigning benefits transfers ownership of FEGLI coverage to the assignee. The individual who makes the assignment no longer has control over the insurance coverage and can no longer designate beneficiaries. Assignment is irrevocable and applies to Basic, Option A, and Option B insurance. The Office of Federal Employees' Group Life Insurance must pay benefits in accordance with the terms of a valid court decree of divorce, annulment, or legal separation, or the terms of a court order or court-approved property settlement agreement relating to such a court decree, regardless of whether the insured individual actually completes a designation complying with the court order. To be valid, the court order must be a certified copy and must be received by the appropriate office since July 22, 1998 and before the insured's death and it must expressly provide for someone to receive your FEGLI benefits. (Call the

Continued...

Notice to Bargaining Unit Employees

Under the provisions of the Federal Service Labor-Management Relations Statute, unions must be given the opportunity to be represented at any examination of a bargaining unit employee by a management representative in connection with an investigation if:

- (1) The bargaining unit employee reasonably believes that the examination may result in disciplinary action against that employee; and
- (2) The bargaining unit employee requests representation.

The collective bargaining agreement for your bargaining unit may give you additional rights in these situations.



Court-Ordered Benefits...

Continued...

Benefits Line at 1-888-320-2917 for the appropriate office address.) If a valid court order is in effect, the insured individual cannot change his/her designation, unless the person(s) named in the court order agrees in writing or unless the court order is later modified.

- **Require an award from a participant's Thrift Savings Plan (TSP) account to someone other than the participant, such as the participant's spouse or former spouse.** The TSP Board calls these orders "Retirement Benefits Court Orders". Such orders will be honored if they are issued in connection with a divorce, annulment, or legal separation and if they meet the requirements of the Board's regulations. A qualifying order must require payment to a person other than the participant. Payment must be made to the participant's current or former spouse, the attorney for the current or former spouse, the dependent children of the participant, other dependents of the participant, or the attorney for the participant's dependent children or other dependents. Payment cannot be made to any person from whom the participant can eventually gain access to the money. Furthermore, the Board will not honor an award asking for payment to be made jointly, such as to the former spouse and children. The order should separately specify the award to be made to each person. The Board will not honor an award asking that payment be made to creditors of the parties to the divorce.
- Additional details regarding court orders that relate to retirement or insurance may be found on OPM's website at www.opm.gov. For information on court orders that relate to TSP, go to TSP's website at www.tsp.gov.

Annual Leave Policies

Last month marked the beginning of a new annual leave year. Leave is provided to allow employees an annual vacation and other periods of time off to attend to personal business and emergency situations.

Carrying over annual leave.

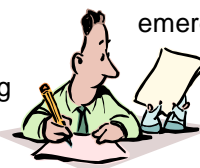
The leave year starts at the beginning of the first full pay period in each calendar year. With rare exceptions, the maximum amount of leave that may be accumulated and carried forward from leave year to leave year is 30 days (240 hours) for non-Senior Executive Service (SES) employees and 90 days (720 hours) for SES employees. Many employees have saved their leave so that they maintain a constant 30-day carry over. To those employees, this leave is like money in the bank. It provides a level of security to deal with personal emergencies that can prevent them from working. Because the value of the leave increases with the employee's salary, it constitutes a lump-sum "nest egg" for employees when they separate through retirement, resignation or other means.

Scheduling and approving leave.

Employees and management share a mutual responsibility to plan and schedule the use of leave throughout the year. Although leave credits are earned as a legal right, determining when annual leave can be taken and in what amount is an administrative matter resting with management. Supervisors are responsible for ensuring that leave is scheduled to avoid unnecessary work backlogs and the need for overtime work. They are also responsible for scheduling the workload to prevent annual forfeiture of earned leave credits that exceed 240 hours.

Employees are responsible for cooperating with supervisors in scheduling vacations and other time off during periods when their services can be best spared.

Work requirements and fair, considerate treatment of employees are the factors in supervisory approval of leave requests. Government policy states that leave will be granted freely for personal or



emergency purposes when employees can be spared from their duties. However, the final decision as to the amount and duration of time off rests with the supervisor. Although supervisors may not require employees to take leave, they may deny leave use when an employee's personal wishes conflict with legitimate work requirements. In addition, where emergency conditions require maximum attendance, employees may be required to forego scheduled vacation plans or other periods of previously approved leave until such time as their services can be spared.

Restored annual leave.

The 30-day maximum annual leave carry over may be temporarily suspended when demands of the job take precedence over previously scheduled leave. To be considered for restoration, the leave must have been requested and approved for use in writing before the start of the third biweekly pay period prior to the end of the leave year. This does not minimize the supervisor's and employee's continuing responsibility to schedule annual leave during the year to avoid situations where employees approach the end of the leave year with a significant amount of leave that must be used or forfeited.

Recording annual leave.

Supervisors are responsible for ensuring that leave is properly recorded. When the supervisor (or designee) certifies a timekeeping document, he or she is certifying that the employee spent the time indicated conducting official Government business or was off duty on approved leave. False time-recording entries constitute misconduct that can result in disciplinary action.

Questions regarding leave policies/procedures should be directed to supervisors and division administrative offices. Administrative offices that require interpretation of policies/procedures may contact a member of the NRL Employee Relations Staff on (202) 767-2364 or DSN 297-2364. ONR offices should contact the ONR Employee Relations staff.



Mass Transportation Fringe Benefit Program Increases in Value

*Dawn Brown
Code 1850*

Executive Order 13150 of April 21, 2000, "Federal Workforce Transportation in the NCR" allows qualified employees to participate in a transportation fringe benefit program. The program was established to reduce Federal contributions to traffic congestion and air pollution and to expand commuting alternatives. The Defense Department's Washington Headquarters Services manages this program for employees and is assisted by the Department of Transportation in its implementation.

Previously, participating employees received "transit passes" in amounts equal to personal commuting costs not to exceed \$65 per month. This benefit has just been increased to \$100 per month! Transit benefits are distributed in the form of "Metro Chek" vouchers. These vouchers can be used on the MetroRail system or can be used as a cash equivalent to purchase other fare media such as bus or train tickets. They can also be used to reimburse the driver of a qualified vanpool registered with the Washington Metropolitan Area Transit Authority, or the transit authority in your commuting area.

To apply for the transit benefit, employees must complete DD Form 2845, U.S. DoD NCR Public Transportation Benefit Program Application, and submit it by faxing to (703) 614-4211. The application and all information you need to enable you to take advantage of this fringe benefit can be obtained through the HRO website located at <http://amp.nrl.navy.mil/code1800/>. Click on Employee Relations.

If you do not have access to the website, an information package can be provided by the HRO Service Desk, (202) 767-3031; email hroservicedesk@hro1.nrl.navy.mil

ID Theft - When Bad Things Happen to Your Good Name

The Federal Trade Commission maintains the U.S. Government's central website located at <http://www.consumer.gov/idtheft> for information on identity theft. That site contains a wealth of important information on scams geared to stealing your identity, how to minimize your risk, and what to do if you are a victim.

Identity thieves' stock in trade are your everyday transactions. In the course of a busy day, you may write a check at the grocery store, charge tickets to a ball game, rent a car, mail your tax returns, call home on your cell phone, order new checks, apply for a credit card, or leave your mail in an unsecured mailbox or trash can. Chances are you don't give these everyday transactions a second thought. But someone else may. Each transaction requires you to share personal information: your bank and credit card account numbers; your income; your Social Security number (SSN); and your name, address and phone numbers. An identity thief co-opts some piece of your personal information and appropriates it without your knowledge to commit fraud or theft.

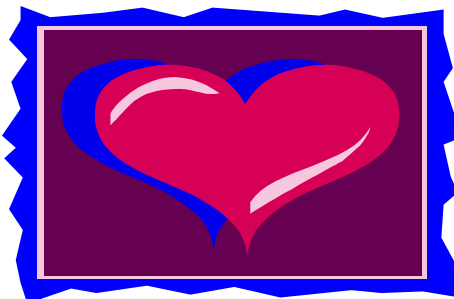
They may open a new credit card account, using your name, date of birth, and SSN. When they use the credit card and don't pay the bills, the delinquent account is reported on your credit report. They may call your credit card issuer and, pretending to be you, change the mailing address on your credit card account. Then, your imposter runs up charges on your account. Because your bills are being sent to the new address, you may not immediately realize there's a problem. They may establish cellular phone service or open a bank account in your name and write bad checks on that account.

Can you completely prevent identity theft from occurring? Probably not, especially if someone is determined to commit the crime. But you can minimize your risk by managing your personal information wisely, cautiously and with heightened sensitivity with the help of the identity theft website.

Why Employees Stay

As published in the OPM Handbook, "Human Resources Flexibilities and Authorities in the Federal Government," research findings cite pay as the LEAST important reason why employees continue to work for a particular company. Employees surveyed gave the following reasons why they remained in their organizations: Career growth; learning and development; exciting work and challenging, meaningful work; making a difference and a contribution; working with great people; being part of a team; having a good boss; recognition for work well done; autonomy and control over one's work; flexible work hours and dress code; and fair pay and benefits.

Remember!!! If you are a Demo employee trying to set your password in the web-based Employee Benefits Information System (EBIS), when asked for your pay plan and grade information you must enter such from your leave and earnings statement (LES) versus notification of personnel action forms. For instance, the LES uses 04 – not IV. And if you enter IV, you won't get anywhere.



Living With Teens: You Can Do It With Time and Patience

Ralph Surette, Ph.D.
NRL-DC C/RS



By the age of 13, most children are breaking away from their families.

Friends appear to have more influence than parents. The young teen is taking care of himself or herself more and more. And these two opposing viewpoints start friction:

1. You may not be ready to let go. You worry that your child won't benefit from your experience. You're concerned about what friends may pressure your teen to try or do.
2. Your teenager sees a big world outside your home. New activities and interest may not be shared with family members. It's time to start thinking about an individual identity. It's time to experiment, test the limits, explore and search for oneself.

Adolescence can be a trying period for both parent and teenager. Many dilemmas—the wide variety of choices, intense pressures to succeed, and the availability of drugs and alcohol—can complicate a teenager's life. With time and patience, you can assure that this period is rich and rewarding for your family. By practicing the following, you can create an environment for growth.

Loving Interdependence. The basis for a positive relationship with your teenager starts with an understanding of your interdependence. You may see your responsibility as caring for your child. Your child, as you see it, needs to learn that the way to becoming his or her own person is by respecting and following your guidelines.

Being There. In helping your teen's judgment and sense of personal responsibility, you need to be a loving guide. This means being

there at all hours to listen, to answer questions and to offer positive support. It might help to recall what you went through as a teen. You may remember that part of the process was scary. At the same time you were feeling independent, you may have felt highly vulnerable.

Setting Limits. For most teenagers, setting limits helps them to feel more secure in the long run. The trick is to establish and enforce your limits with mutual understanding and respect. Your program for providing the best environment you can for your teenager's passage into adulthood may include:

1. An attitude of specific expectation. You should agree on reasonable rules for living together.
2. An ability to let go when the situation is not harmful. Experience can be the best teacher.
3. Positive reinforcement whenever possible. Teens, in trying to prove themselves, need all the support you can give.
4. Stable point of reference. Consistent, fair treatment and logical consequences provide the best framework for getting along.
5. Recognition of your own limits. Drug and alcohol abuse, or self-destructive behavior, can be beyond your ability to help. Seek professional assistance as soon as you need it.

You can teach responsibility if love and trust are the basis of your relationship. A positive attitude, realistic expectations, and open communication can help you succeed.

Civilian Employee Assistance Program Services. When you experience difficulty coping with either work-related or personal matters, consider contacting a Civilian Employee Assistance Program (CEAP) counselor. The CEAP offers free, private, and confidential short-term counseling for

employees and their family members. If you require more than short-term help, you will be referred to affordable and appropriate community resources. The CEAP includes the contractor staff of the NRL-DC Counseling/Referral Service (C/RS), at (202) 767-6857; the NRL-SSC CEAP Coordinator, Ms. B. J. Darrow, at (228) 688-4518; and the NRL-MRY CEAP, which is contracted to Magellan Behavioral Health at 1-800-222-0364.

Thrift Savings Plan (TSP) Reminders and Updates

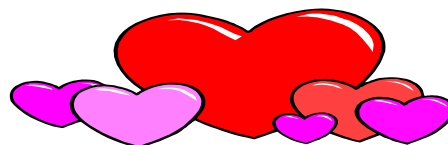
The Internal Revenue Service (IRS) annual deferral limit is \$11,000 for 2002. Contribution limits that became effective in January 2002 are now 12% for FERS employees and 7% for CSRS employees and members of the uniformed services.

Employees can cancel their TSP contributions at any time. If you stopped your contributions on or after August 1, 2001, you may not elect to begin contributing again until the next TSP open season beginning May 15, 2002.

If you made a TSP Open Season change, **it is important to review your Leave and Earnings Statement (LES)** to ensure that the change is properly reflected. If your change is not reflected on your LES, please contact the Benefits Line at 1-888-320-2917.

Participant statements were mailed at the end of November. If you did not receive your statement, please contact the Benefits Line.

For further information on TSP, access their website at www.tsp.gov.



OPM Guidance on Sexual Orientation Discrimination

The following is information on the guidance issued by the Office of Personnel Management (OPM) on sexual orientation discrimination in federal civilian employment. Such discrimination violates Executive Order 13087, which added sexual orientation to the list of categories for which discrimination is prohibited. This addition did not add any enforcement rights, such as the right to file a discrimination complaint based on sexual orientation or coverage under affirmative action plans. However, employees do have the right to seek protection from the Office of Special Counsel by filing a written claim alleging a prohibited personnel practice (PPP) has occurred. OPM's guidance, as well as comprehensive information on the appropriate procedures for filing a PPP with OSC, may be found on the OPM website www.opm.gov. Employees may also choose to file a grievance through NRL's Employee Relations Branch because of an action alleged to have occurred based on someone's sexual orientation. For employees not in a bargaining unit (BU), more information on the grievance process may be found in NRLINST 12771.1B of 20 October 1998, Grievance Procedures. Employees in a BU should consult their contract. Lastly, employees may feel free to contact someone in either the Employee Relations Branch at 767-2364 or the EEO Branch on 767-5264 for confidential guidance and/or additional information.



Lincoln's Birthday
February 12

Solving Performance and Conduct Issues Through Negotiated Agreements

Jan Walker
Code 1850

When faced with performance or conduct concerns, a supervisor and employee may choose to negotiate the terms of discipline, reduction in pay/grade/career level or separation from NRL service. The process results in a written binding agreement that includes the employee's waiver of all rights to challenge the agreed-on action and is not placed in the employee's official personnel folder. Employees and supervisors at or below division-head level negotiate and sign agreements with help from the Employee Relations (ER) staff.

Compared to traditional suspensions, demotions and removals, negotiated agreements provide a more efficient and less adversarial resolution to performance and conduct concerns. They significantly enhance a supervisor's ability and willingness to deal with concerns, reduce time away from mission-related tasks, reduce stress on both parties, and often allow employees to separate with a "clean record" and intact dignity.

Negotiated Separation Agreements are the ones most commonly seen at NRL. These agreements cite terms by which the employee will leave his/her position voluntarily through change to lower career level, grade or pay; reassignment; resignation; or retirement. Such agreement may occur before or after the initiation of any traditional performance/conduct-based action.

Because the involved parties negotiate their own terms, and each situation is different, agreements vary on a case-by-case basis.

Here's an example: a supervisor verbally notifies an employee that her performance is unacceptable, warranting placement on a 60-day performance improvement period (PIP). If the employee fails to achieve acceptable-level performance by the end of the PIP, the supervisor will propose her removal from the position. The supervisor or ER specialist tells the employee that at any point in the process, she may elect to negotiate a resignation. The employee chooses to negotiate versus undergo the PIP.

In this example, the supervisor might agree to keep the employee in a duty status for six months, with liberal leave approval for job hunting and an understanding as to how the supervisor will respond to employment inquiries. This time frame recognizes it would take four months or longer to process the PIP and any resulting removal action. The supervisor might also agree to approve a specific amount of leave without pay (for instance, four months) should the employee not find another job during the first six months. Under this scenario, the employee's resignation would be effected at the end of the ten-month period.

In exchange for the above, the employee would waive any rights to complain about the resignation's implementation, while retaining the right to grieve any breach of the agreement.



Check out MEDLINEplus, at www.nlm.nih.gov, a service of the National Library of Medicine, National Institutes of Health. This site is often cited as the authoritative resource for health information from the federal government. It provides information on conditions, diseases, wellness and prescriptions drugs; interactive tutorials; directories of health providers and their credentials, and much more.

Fourteen Principles of Ethical Conduct for Federal Employees



Highlights provides brief overviews of the rules of ethical conduct that all employees should know and must follow. These overviews do not provide each specific rule or cover unusual circumstances. If you have a particular question or issue, seek advice from an ethics counselor in the NRL Office of Counsel at (202)767-2244 or, at NRL-SSC, (228) 688-4826. ONR employees should call (703) 696-0191.

The following principles form the basis for the standards of ethical conduct regulation (5 C.F.R. part 2635) that will be discussed in future Highlights articles. A violation of these rules could result in disciplinary action or, for certain offenses, even prosecution under related criminal statutes on conflict of interest.

(1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(3) Employees shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.

(4) An employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(5) Employees shall put forth honest effort in the performance of their duties.

(6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

(7) Employees shall not use public office for private gain.

(8) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

(12) Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those—such as Federal, State, or local taxes—that are imposed by law.

(13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Using Web-based Systems to Compute Your Retirement Benefit Estimates

The Employee Benefits Information System (EBIS), and a web site maintained by the Office of Personnel Management (OPM) and the Social Security Administration (SSA), both provide you a means of obtaining an estimate of your retirement benefits. You can obtain an estimate of your Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees Retirement System (FERS) annuities—normal, early or disability—as well as an estimate of your future Thrift Savings Plan balances and annuities. EBIS also computes death in service benefits. And the OPM/SSA model also computes an estimate of your future social security benefits.

Use your social security number and password to log on to EBIS at www.donhr.navy.mil. Access the Federal Employees Retirement Calculator on the SSA's Access for Seniors website at <http://www.seniors.gov/fedcalc.html>.

Retirement estimates may not be accurate if you are a rehired FERS employee who previously took a refund; if you are a FERS employee with a CSRS component; if you had post-1956 military service for which you have not made a deposit, if you have temporary service for which you have not made a deposit or if you are an employee with part-time service. You should contact the HRSC-NE if you are within one year of retirement and would like to get a more accurate estimate.



Whistleblower Protection Act

As a Federal employee, you have been given important legal protections under the Whistleblower Protection Act (WPA). The WPA provides that it is a prohibited personnel practice for an agency to take or threaten to take a personnel action based on an employee's whistleblowing disclosures. In order for a disclosure to be protected under the WPA, the employee must "reasonably believe" that his/her disclosure evidences one of the following: (1) a violation of law, rule or regulations; or (2) gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

A "personnel action" can be an appointment, promotion, disciplinary or adverse action, detail, transfer, reassignment, reinstatement, restoration, reemployment, or performance evaluation. It also can be a decision concerning pay, benefits, awards, training or education; a decision to order psychiatric testing or examination; or any other significant change in duties, responsibilities, or working conditions.

Further information about the WPA can be found at www.osc.gov.

Annual Limit on Employee Contributions to the TSP

The annual limit on tax-deferred Thrift Savings Plan (TSP) contributions for the year 2002 is \$11,000. Accordingly, TSP participants may not make employee contributions of more than \$11,000 to their TSP accounts in 2002. If you earn more than \$91,665 per year and are covered by the Federal Employees' Retirement System, you should consider the annual contribution limit when deciding how much you will contribute to your TSP account each pay period.

If you reach the annual limit before the end of the year, your contributions **and** your agency matching contributions will stop. The amount you could lose in agency matching contributions would, in all likelihood, be far greater than the value of the added earnings you might receive by making employee contributions sooner. To maximize your contributions, you need to estimate how much money will have been contributed based on your current TSP election. Subtract that amount from the annual limit and divide the remainder by the number of pay periods remaining in the pay year so that you are contributing a whole dollar amount. This will allow you to receive the maximum agency matching contributions currently available to you.

A TSP Fact Sheet entitled Annual Limit on Elective Deferrals and the 2002 Elective Deferral Limit is available to all employees. This TSP Fact Sheet includes a worksheet that affected employees may use to determine the amount they must contribute each pay period to receive the maximum amount of agency matching contributions. TSP Fact Sheets may be obtained from the TSP website at www.tsp.gov.

Call the Benefits Line at 1-888-320-2917 if you have questions. As of January 9, 2002 the HRSC-NE in Philadelphia, PA, no longer takes calls or answers questions regarding TSP.



February 18



LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund	I Fund	S Fund
Jan 01	3.55%	1.65%	0.46%		
Feb 01	(9.12%)	0.87%	0.42%		
Mar 01	(6.33%)	0.51%	0.45%		
Apr 01	7.78%	(0.42%)	0.43%		
May 01	0.65%	0.61%	0.47%	(4.13%)	1.42%
Jun 01	(2.42%)	0.39%	0.47%	(3.99%)	0.66%
Jul 01	(0.98%)	2.22%	0.48%	(1.79%)	(4.13%)
Aug 01	(6.27%)	1.20%	0.45%	(2.58%)	(4.32%)
Sep 01	(8.05%)	1.15%	0.43%	(9.95%)	(12.50%)
Oct 01	1.85%	2.12%	0.41%	2.47%	5.09%
Nov 01	7.62%	(1.37%)	0.37%	3.56%	7.84%
Dec 01	0.88%	(0.61%)	0.42%	0.52%	5.31%
Previous 12 Months 1/2001- 12/2001	(11.94%)	8.61%	5.39%	(21.86%)	(7.32%)

Percentages in () are negative.

Our Apologies: We have mixed up the May/June I and S fund percentages. The correct figures appear above.

Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL-HRO, Code 1850, or the ONR Training Branch (exceptions noted). Access the HRO's Performance Appraisal and Awards website from the Employee Relations menu located at <http://amp.nrl.navy.mil/code1800/> for detailed criteria and format, a calendar of other upcoming awards, and other helpful information in this area.

Department of Defense Distinguished Civilian Service Award (DoD DCSA)

Due March 1, 2002



The highest DoD award granted to career civilian employees for achievements or government service reflecting exceptional devotion to duty and extremely significant contributions of broad scope to efficiency, economy, or other improvement in the operation of the DoD. Nominees should normally have previously received the DoN Distinguished Civilian Service Award; made a recent contribution which is considered clearly of a caliber superior to the criteria required for the Navy DCSA; or made an exceptional contribution that has benefited a military department other than the DoN. **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance nomination.**

Nathaniel Stinson Equal Employment Opportunity (EEO) Leadership and EEO Achievement Awards

Due March 1, 2002

Presented to commands and activities that have stepped outside normal processes to maintain and

recruit a professional and productive work force that is inclusive and supportive of diversity

Commanding Officer's Award for Excellence in Secretarial Support

Due March 1, 2002

Bestowed by the Commanding Officer (Code 1000) on NRL civilian employees in recognition of significant contributions during the most recent full performance appraisal period, through the present time, while working in a secretarial position.

E.O. Hulburt Annual Science Award

Due March 1, 2002

Granted to an NRL civilian employee in recognition of an outstanding scientific contribution for the preceding year, sustained superior performance over a number of years, or, on occasion, exceptional scientific leadership. Contribution should be recent work; sustained superior performance should be of current importance. Classified and unclassified research shall be considered.

National Medal of Science

Due April 1 2002

Sponsored by the President's Committee on the National Medal of Science to recognize individuals for their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences.

Warner W. Stockberger Achievement Award

Due April 1, 2002

Given by the International Personnel Management Association to recognize and honor a person in

public or private life who has made an outstanding contribution toward the improvement of public personnel management at any level of government. Employees exhibiting the following attributes and achievements are eligible for nomination: (1) encouraging acceptance of personnel administration principles as an aid to better management; (2) skillful application of personnel administration principles to any group of employees; (3) leadership in favor of sound personnel principles by developing, sponsoring, or promoting progressive legislation; (4) leadership in developing creative responses to new and unusual challenges in personnel management; and (5) distinguished teaching, authorship or research.



Dr. Arthur E. Bisson Prize for Naval Technology Achievement

Due April 1, 2002

Given annually by CNR to a DoN current or former scientist, engineer, or S&T program manager whose program best exemplifies the qualities of Dr. Bisson's achievement, by having a significant direct transitional impact from S&T to naval operations or systems in the previous year.

Association of Old Crows (AOC) Awards

Due April 1, 2002

Given to recognize individuals and units that because of their outstanding performance have furthered the aims of the AOC in support of United States or allied Electronic Warfare and Information Superiority.



The following award nominations may be submitted at anytime:

Commanding Officer's Award for Achievement in the Field of Equal Employment Opportunity

Any employee may nominate an individual for this award, which recognizes those NRL supervisors/managers and nonsupervisory employees who have made outstanding contributions to the EEO Program through excellence in their leadership skills, imagination, and accomplishments.

Secretary of Defense Meritorious Civilian Service Award

The second highest DoD award granted to career civilian employees who have distinguished themselves by exceptionally meritorious service of major significance to DoD.

Navy Distinguished Civilian Service Award

The highest award that the Secretary of the Navy may confer upon a DoN civilian employee. Bestowed is on a highly selective basis to those who have distinguished themselves by extraordinary service or contributions of major significance to DoN. **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance nomination.**



Navy Superior Civilian Service Award

The highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award is granted to recognize superior civilian service or a **contribution that has resulted in exceptional values and/or benefits to the DoN.**

DoN Distinguished Achievement in Science Award

Granted to civilians by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential for far-reaching consequence (a "breakthrough"). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance nomination.**

Navy Meritorious Civilian Service Award

The highest DoN award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DoN.

Revised Benefits Contacts

Health/Life Insurance and TSP Benefits: If you have questions in these areas, call the Benefits Line at 1-888-320-2917. To carry out health/life insurance and TSP enrollments or changes that affect your paycheck, use the Benefits Line or the web-based EBIS at <http://www.donhr.navy.mil/>. You can no longer make paper transactions.

Retirement and Survivor Benefits: When you need counseling or have questions, email the HRSC-NE at BENEFITS_ne@ne.hroc.navy.mil or call Ken Bluford at (215) 408-5069; DSN 243-5069; or Marian Trivarelli at (215) 408-5074; DSN 243-5074. Mail retirement and survivor benefit paperwork, as well as designation of beneficiary forms for life insurance and unpaid compensation due from your payroll office to:

Human Resources Service Center-Northeast
Code 51.1
111 South Independence Mall East
Philadelphia, PA 19106-2598

Mailing through the postal service must be done at your own expense - you may not use a government-franked envelope. As an alternative, the NRL Mail Service will forward items via bulk mail. When using the NRL mail service, you may: 1) use either a plain or franked envelope or 2) use a messenger envelope addressed to: HRSC-NE, Philadelphia, PA. Be aware that under normal circumstances (pick-up schedules, weekends and holidays) associated with the NRL Mail Service, sending documents through that service could delay your transmittal by 1 to 5 days.

NRL Lifetime Achievement Award

Bestowed on a highly selective basis to a current NRL civilian employee or team for continual and extraordinary achievements in the sciences (or engineering) that contribute substantively to the knowledge and capabilities of the nation and the U.S. Navy during a lifetime as an NRL scientist or engineer.

NRL Award of Merit for Group Achievement

May be given at any time for an NRL group contribution comparable to one for which an individual would receive Navy Meritorious Civilian Service Award consideration.



NRL Human Resources Office Training Information

NRL Training Office: Code 1850

Voice: (202) 767-2364

Fax: (202) 767-1902

Points of Contact: Judy Cabos,

Email: jcabos@hro1.nrl.navy.mil

Charlene Proctor,

Email: cproctor@hro1.nrl.navy.mil

HRO Training Website:

<http://amp.nrl.navy.mil/code1800>

ONR Contact for NRL advertised training: Lasondra Gray, Training Office, 703-696-5054



NRL encourages you to improve your skills and knowledge to better meet the needs of our organization and your own growth. The HRO supports this by making you aware of a variety of training sources. We advertise training opportunities on the HRO website, by email and in HRO Highlights.

Our training website provides a link to Form DD 1556, which you must complete for all training (unless otherwise specified in the training announcement). We welcome your comments, questions and suggestions.

Remember that you are not enrolled in a class until you receive confirmation. To receive confirmation, include on your DD 1556 your current voice and fax number and email address. If you don't receive a confirmation prior to the start of a class, contact the organization that is sponsoring the training.

You are responsible for updating your training record. Your official government record is maintained at the HRSC-NE in Philadelphia. If you desire to have your training entered into that record, send a copy of the completed training request (DD 1556) to the HRO (Code 1804) for forwarding to the HRSC. First complete Block 36 (Course Completion) in the form's lower right-hand corner and sign. To ascertain what's in your training record, see your administrative officer, who can access the record for you.

TRAINING SOURCES AND SCHEDULES

AT NRL: Demonstration Project Training for New Employees and Employees Desiring a Refresher

Dates/Time/Location/Cost: Sessions will be held from 9:00 to 11:30 on the following dates: Tuesday, February 5; Thursday, February 7; Monday, February 11; Wednesday, February 13. There is no cost.

Description: Employees new to NRL are encouraged to attend this 2 ½ hour training session introducing the NRL Demonstration Project. Employees who would like a refresher on Demo Project basics are also welcome. Topics include these and many others: career tracks and levels, promotion criteria and procedures, Contribution-based Compensation System (CCS), preparing yearly accomplishment reports, and pay determinations based on CCS.

Register on-line at <http://amp.nrl.navy.mil/code5595>.

Click "Training" on the "Systems Support" menu, then click "Upcoming Instructor-led Classes/Registration." Click "Register" under the date you select; then fill out the on-line form. No other training forms are required. For further information, contact Janet Deschak at (202) 404-8314 or by email at jdeschak@hro1.nrl.navy.mil.

AT NRL: Blanchard's Situational Leadership II

Dates/Time/Location/Cost: February 5, 6, 2002, 8:00 – 3:30, Bldg. 72, Rm. 120

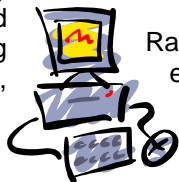
No cost for NRL employees; per person fee for other employees or no shows is \$465.00

Instructor: Bob Freytag

Description: This course uses Ken Blanchard's Situational Leadership II Model to teach participants how to match their style of leadership and participation to that of those they work with or supervise. Participants will engage in a skills assessment, limited lecture presentations, interactive dialogue, structured learning experiences, case analysis, video presentation and will participate in competitive game/simulations.



Computational Support Services (CSS), NRL Code 5595

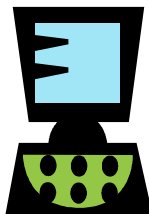


Rapidly changing technology makes learning essential to maintain competencies and improve job performance. CSS offers a wide selection of computer classes at no cost. Instructor-led classes are taught at NRL-DC

in classrooms equipped with terminals for "hands on" experience during class. A complete listing of classes can be viewed at <http://amp.nrl.navy.mil/code5595> by clicking on the left side index Training link. If you are interested in attending any of these classes please use the CSS online registration form or contact CSS at (202)767-3884. Important note: CSS no longer offers Computer-based Training Courses or Multimedia Training Library services.

E-Learning Training Source

All Navy civilians, active or retired military or their dependents can now access the courses and links to sites for career development, research and libraries at <http://www.navylearning.com>. The site includes a variety of personal and professional development courses, which may be taken at **no cost** to you or your activity. Check this site periodically for new offerings. Courses may be taken at home or at work with the approval of your supervisor. At the login screen enter the requested information. If you have any difficulty, the Desk/Customer Assistance Center can be reached at (877) 253-7122 (toll free) or DSN 922-1828.



National Independent Study Center (NISC) Correspondence Training

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after course completion. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. A list of their courses can be accessed through the Graduate School, USDA website located at www.grad.usda.gov or through a catalog maintained by the HRO. You may call NISC at (303) 236-8525 or email them at nisc@grad.usda.gov.



The Institute for Management Studies (IMS)

IMS conducts one-day seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each seminar is an interactive workshop on a different topic, presented by a different speaker and attended by 60 to 100 senior managers from the federal government and large corporations. IMS speakers are faculty from major university Business Schools or are well-known and respected management consultants. Monthly seminars are held in 21 cities in the US and 5 cities in Europe and

Canada. Review the schedule at www.ims-online.com, click on "Member Services, enter the password "navy", and then click on the city of interest. To register, call the IMS chairman listed under each city and then complete a DD Form 1556. An upcoming seminar is listed below.

Managing Risk: Tools for Faster Decision Making

February 22 2002 at Greenbelt Marriott Cost \$225

This workshop begins with a definition of risk and its implications and importance to an organization. Some common errors considering risk in the decision making process will be noted followed by a discussion of the appropriate levels of risk taking. The presenter, Dr. Don Hurta, specializes in teaching risk and opportunity management and decision-making models for complex project management. He has been the Professor of Management at the Naval War College and at the Defense Systems Management College.

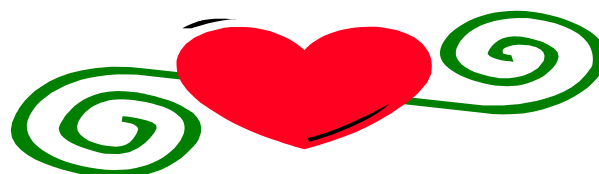
Graduate School, USDA

The Federal Government's trainer, the Graduate School, USDA, is increasing their Information Technology staff in order to remain current with rapidly changing topics. In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital, organizational change and knowledge management. Visit their website at www.grad.usda.gov or call (202) 479-4970. For organizational development services, call Gary Dzurec at (202) 314-3464 or click on Special Programs from their website. The NRL-HRO maintains a catalog.



Naval Financial Management Career Center (NFMCC)

The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at **no cost** to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-02. Please visit their web site for further information and course schedules at website www.nfmc.navy.mil/edfmc.htm.



NRL Toastmasters Training



Your success in life depends on your ability to verbalize your ideas so they are heard, understood, and acted on. NRL Toastmasters International can help you. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and the Entertaining Speaker.

Forum Club

First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: George Arthur
(202) 767-4389

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Tom Rodilosso
(202) 404-4106



**Washington's Birthday
February 22**